

Santa Fe Ranch

Property Owners Association, Inc.

MINUTES
BOARD OF DIRECTOR MEETING
June 14 2004

- I. Call to order
 - A. The meeting was called to order by Board President Joan Johnson at 9:00 A.M. at the Stagecoach Trails Sales Office in Yucca, Arizona.
 - B. The Waiver of Notice was signed by all Board Members.
- II. Roll Call
 - A. Board Members: Jerry Albers, Joan Johnson, Dan Rynders, Michael Sawhill and David Bour-beau were present.
 - B. Manager: Steve Buck, Property Management Services was present and he was asked to take draft notes of the meeting to be later approved as Minutes of the meeting.
 - C. Guests: There were nine guests that signed the sign-in sheet, which is attached to the minutes.
- III. Approval of the draft notes of the last meeting of the Board.
 - A. A MOTION was made and unanimously approved to accept the draft notes taken at the April 5, 2004, meeting of the Board, as Minutes of that meeting, as amended. A copy will be available at the next Board Meeting for the Secretary to sign.
- IV. Manager's Report
 - A. The check registers for April and May, 2004 were reviewed and accepted by the Board.
 - 1. There was a request for explanation for check number 1637 to Printers Ink
 - a. The check was for window and regular #10 envelopes.
 - 2. There was a request for the breakdown of the bank charges for January, February and March, 2004.
 - a. January's bank charge of \$13.35 was based on November, 2003's balance based charges exceeding the earning allowance.
 - a. February's charges of \$70.99 were incurred because the December balance based charges exceeded the earning allowance.
 - b. March's charges of \$43.72 were based on January's balance based charges exceed the earning allowance, however, there was an entry error and instead of charging \$43.72, a charge of \$114.71 (\$70.99 + \$43.72) was entered. This error has been corrected.
 - b. There were no bank charges in March, because the current month balance based charges were less than the earning allowance, the same was true in April and May 2004.
 - A. The Income and Expense Reports through May 31, 2004 was reviewed and accepted.
 - B. The Reserve Account Status Report was reviewed and accepted.

- C. The Dues Summary Report was reviewed and accepted.
 - 1. A MOTION was made, seconded and unanimously approved directing the Manager to take action on all accounts in excess of \$1,000 by doing the following:
 - a. Verify the status of the owner's account with Ben Brooks & Associates.
 - b. Send a warning letter to each owner in good standing, suggesting they bring their account current, or incur additional legal fees.
- D. Drive Thru Report was reviewed and accepted.
 - 1. A MOTION was made, seconded and unanimously approved to rename that short road which provides access to Appaloosa Road from Alamo Road, which is the last road on the east going southeast prior to Planet Ranch Road. It was determined that the road name should also be Appaloosa Road since it is such a short road and only used to access Appaloosa Road and does not line up with any other existing roads on the other side of Alamo Road. The manager was directed to sign this road accordingly.
 - 2. A MOTION was made, seconded and unanimously approved to authorize Borianna Construction to modify the cattle guard east of the intersection of Santa Fe Ranch Road and Rainbow Drive to eliminate a dangerous condition for a cost not to exceed \$200.

VII. Old Business

- A. The Web Site Development update
 - 1. Joan Johnson indicated that the site is 70% completed and should be up and running no later than July 15, 2004. Progress has been made, and the Board will approve the final site construction before making the site available for the general membership.
- B. The Newsletter Update.
 - 1. The Board anticipates release of a newsletter by July 15, 2004. There are plans for one additional Newsletter before the end of the year.
- C. Update on the C. C. & R. Enforcement Case
 - 1. An estimated bid of \$300 has been received to remove the construction materials from Lot 2211. The Association's attorney has been directed to communicate the offer to the property owner in hopes that the owner will provide the funds and allow for the clean up.
- D. Correspondence
 - 1. Member Jim Rooney submitted a letter to the Board dated April 7, 2004.
 - a. Upon review several comments were made regarding the content, in an effort to encourage such communications, with the caution that the author rely on facts rather than personal opinions or observations which may have been formulated on misconceptions of the facts.

- b. Board Member Michael Sawhill commented that in his opinion Board Member Dan Rynders has and should continue to participate and vote on all issues involving road maintenance, except those involving the roads that he maintains. All other Board Members said they felt the same.
- c. JoAnn Bennett sent a letter of concern over the naming of the road at the intersection of Alamo Road and Appaloosa Road. This issue has been addressed by the Board in the Motion set forth above in Paragraph D.1.

VIII. New Business

- A. Ad Hoc Road Committee report
 - 1. Committee Members, Jerry Albers and David Bour-beau, had discussions with Baja Grading, Borianna Construction and Don Guthrie regarding the current road grading contract. The Committee's conclusion was that the current road maintenance contract "seems like a fairly good deal". It was determined that nothing should be immediately done, however, it was noted that the Committee should continue to evaluate the road maintenance contract and determine ways to improve and make more efficient the costs of road maintenance within the development.
 - 2. A MOTION was made, seconded and unanimously approved to accept the report as presented, and to authorize the members of the Committee to continue with their efforts as outlined in the report.

IX. Board Member Input

- A. Joan Johnson reported that she had made contact with Arizona Game and Fish Commission and they agreed to respond to her with instructions on how members can best go forward with their efforts to remove Association's land from the area where open hunting is allowed. Joan felt the final recommendation most likely will be for the members to sign and submit a petition outlining their request.
- B. Joan Johnson suggested that the manager obtain information on how to allow members to pay their assessments and other payments made to the Association by use of a credit card.
- C. Joan Johnson also reported on the results of a drive through of the community she made with a few other property owners. She indicated that the full report would be made available to the Board.
- D. Michael Sawhill requested that the manager provide follow up information on the bank charges as noted in the April Minutes. The manager said he would have that information for the minutes from this Board Meeting.
- E. The Board discussed the roads in general. The manager was directed to provide a list of the roads that have maintenance conditions that may make them difficult to travel, and to establish a plan to rectify the unsafe conditions, or to properly warn the property owners of those conditions.

X. Membership Input

- A. A member complained about the “rolling condition” of the road on Alamo Road at Silverado. The Board suggested that the concern be expressed to the Mohave County Transportation Committee since Alamo Road is maintained by the County.
- B. A member asked for a report on any planned actions regarding the saguaro cactus on Bull Run. The Board said there were no plans at the present time to take any action on the issue involving the cactus on Bull Run.
- C. A member suggested that the Board review the wording of the last amendment to the Bylaws. The wording of the amendment changes the quorum requirements for the Annual Meeting, but didn't address another area that requires 50% of the membership present in person, or by proxy to establish a quorum. The Board directed the manager to contact Mr. Raoul Jacques, the former attorney for the Association to discuss the conflict and to provide any necessary correction.

XI. Schedule the next meeting

- A. The next meeting of the Board of Directors will be held on Monday, September 13, 2004, starting at 9:00 A.M. at the Yucca Fire Station.
- B. The following dates have been established for the balance of the meetings in 2004: Monday, October 25, 2004 and Monday December 13, 2004 at 9:00 A.M. at the Yucca Fire Station.

XII. Adjournment

- A. A MOTION was made, seconded and unanimously approved to adjourn the meeting as of 10:40 A.M.

Santa Fe Ranch Property Owners Association, Inc.

**c/o Property Management Services
a Division of Buck, Reynolds Corporation**

1834 Highway 95

Bullhead City, AZ 86442

1 (800) 345 5026 (928) 763 7368

FAX MAIL: (928) 763 2740 E-MAIL propmgmt@citlink.net

June 14 2004

To: Michael Sawhill
From: Steve Buck
Re: Follow Up on Late Members

Michael, will you please take your delinquency list from the Board Meeting and have your people review all those individuals who owe more than \$1,000 to determine if they are current with their land payments.

Will you also provide the latest address information you have on file, so that we can confirm that information against our records, in case someone moved and changed your information, but not ours.

Thanks.

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June 15, 2004

To: Vicky McKown

From: Steve Buck

Re: Follow up from the Board Meeting

I've asked Michael Sawhill to have his people check all the accounts of members that owe more than \$1000, to verify that they are current on their payments, and to provide us with their latest address information, in case our info is not correct.

When that information is available, please prepare and send the following letter to each member, and then track those that are returned as undeliverable. Mail each one by certified mail, and by regular mail.

We will need to have a report available for the next Board Meeting.

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June 30 2004

Dear Member:

Being a Member of the Santa Fe Ranch Property Owners Association, Inc. carries with it specific responsibilities that protect your investment and preserve the value of your land and the land surrounding your property.

Your only responsibility is to pay the \$95 annual assessment. While it's comforting to know that 90% of the 2500 owners pay their dues, on time, there are those, like you, who have not met their obligation, which you agreed to do, when you purchased your property.

The cost of maintaining the 500 plus miles of roadway, and the other functions of the association are based on everyone paying their fair share. It is the responsibility of the management and the Board of Directors to insure that everyone participates.

The status of your account has been discussed by the Board, and they have determined that you should be given this one time warning, before they turn your account over to collections and the association's attorney to begin the next level of efforts to collect the money you owe.

At this point, you owe only the dues and the late fees. However, if you fail to respond by July 31, 2004, there will be additional fees that will be added to your account. These fees including the cost to lien your property and to proceed with the collection effort, which could easily add \$2,000 to the amount that you owe.

Please respond to this letter by sending in the full amount due, to bring your account current. If you need to set up a payment plan, we can work with you, provided the payments are significant and you keep the schedule we agree upon.

Thank you,

**Steven R. Buck
Manager**

Santa Fe Ranch

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c/o Property Management Services

a Division of Buck Reynolds Corporation

1834 Highway 95

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FAX: (928) 763 2740

June 25, 2004

Mr. Raoul Jacques

Re: Modified Amendment to the Bylaws

At the 2001 Annual Meeting the following occurred, based on the content of the Minutes that were approved at the 2002 Meeting.

“III Future quorum requirements and meeting day

- A. The membership discussed the current requirement of 50% of the votes to establish a quorum at Membership Meetings and the difficulty in achieving a quorum at future meetings due to the substantial threshold of 50%.
1. After discussion by those Members in attendance the following motion was made, seconded and approved by a majority of those Members represented at the meeting to modify the Bylaws.

The Santa Fe Ranch Property Owners Association - Bylaws - Article V - Membership Meetings (Paragraph 3) is to be amended to modify the quorum requirement from the current 50% of the votes to 10% of the votes, in person or by proxy, shall constitute a quorum for all future Members Meetings.

- B. The membership then discussed the day of the week established in the Bylaws for the Annual Membership
1. After discussion by those Members in attendance the following motion was made, seconded and approved by a majority of those Members represented at the meeting to modify the Bylaws.

The Santa Fe Ranch Property Owners Association - Bylaws - Article V - Membership Meetings (Paragraph 1) is to be amended to modify the annual meeting date from the 3rd Wednesday of February of each year to the 3rd Saturday of February each year, but without altering any other provisions of the paragraph.

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Based on those notes you drafted the following amendment:

In accordance with the two thirds (2/3) positive vote of the Membership of the Santa Fe Ranch Property owners Association at the Annual Meeting held on February 20, 2002, in Kingman, Arizona, the Bylaws of the Santa Fe Ranch Property Owners Association, Inc. are amended as follows:

- IV. The third to the last sentence of Article IV was amended to provide that a quorum shall be deemed to have been present for purposes of the vote if Members having ten percent (10%) of the total votes cast ballots in any such election.
- V. The first sentence of Article V relating to Membership meetings is amended to provide that there shall be an annual meeting of the Members on the third Saturday of February of each year at 10:00 A.M. or such other date or time as voted upon by the Membership.

All other provisions remain as written.

Dated 12-15-2002.

Signed:_____

Ben F. Brooks III

The problem is in Article V paragraph 3, which states: "The presence at any meeting, in person or by proxy, of Members having at least 50% of the votes shall constitute a quorum" which appears (to one member) to be a conflict.

The question is: how do we best remove the conflict? Should we redraft the amendment, or draft a new amendment to address the additional change.

Please provide your expert advice regarding this matter.

Thanks.

Steven R. Buck
Manager